



WATER DISTRIBUTION SYSTEM EXTENSION OR MODIFICATION APPLICATION

INSTRUCTIONS FOR FORM: WDSA 09/03

The City of Concord will not accept this application unless all of the following instructions are adhered to: Prior to the submittal of an application package for a water distribution system or wastewater collection system extension/modification, engineering plans and specifications shall be approved through the appropriate technical review process as required by the Director of Engineering and defined by the City of Concord Unified Development Ordinance Articles 3 and 6. Plans and specifications must be prepared in accordance with Subchapter 15A NCAC 18C of the North Carolina Administrative Code, the Water and Sewer Authority of Cabarrus County's "Standard Specifications for Wastewater Collection and Water Distribution Construction for Cabarrus County," the Concord Regional Water Resources' "Water and Sewer Policy," the City of Concord Code of Ordinances, and good engineering practices. Failure to submit all of the required items will lead to additional fees and processing and review time for the permit application.

A. Application Form (All Application Packages):

- ☐ Submit one original and one copy of the completed and appropriately executed application form. Any not result in the application being returned. The City of Concord will only accept application packages that have been fully completed with all applicable items addressed.
- ☐ The project name should be consistent with the project name on the plans and supporting data.
- ☐ If this project involves a modification of an existing permit, submit one copy of the existing permit. Please note that modifications must meet current design standards.

B. Application Fee (All Application Packages):

- ☐ Submit a check made payable to the "City of Concord" in the amount as required by the current "City of Concord Fees and Charges Schedule"

C. Cover Letter (All Application Packages):

- ☐ Submit a cover letter, which lists all items and attachments included in the application package as well as a brief project description.
- ☐ If necessary for clarity, include attachments to the application form. Such attachments will be considered part of the application package and should be numbered to correspond to the section to which they refer.

D. Detailed Plans and Specifications: (All Application Packages):

- ☐ Submit three sets of the approved detailed plans signed, sealed, and dated by a N.C. Professional Engineer and the letter of technical approval or the certificate of compliance. The Water and Sewer Authority of Cabarrus County's "Standard Specifications for Wastewater Collection and Water Distribution Construction for Cabarrus County" and the Concord Regional Water Resources' "Water and Sewer Policy" and the City of Concord Code of Ordinances Utilities Article must be adhered to without exception. **Use of the Water and Sewer Authority of Cabarrus County's "Standard Specifications for Wastewater Collection and Water Distribution Construction for Cabarrus County," Concord Regional Water Resources' "Water and Sewer Policy" and the City of Concord Code of Ordinances Chapter 62 must be noted on each sheet of the plans.**
- ☐ Plans must be submitted on 24-inch by 36-inch sheets with the approved City of Concord border and logo. The horizontal scale must be one inch equals 40 feet. The vertical scale must be one inch equals 4 feet.
- ☐ Plans must include the following minimum items: a general location map, a North arrow, street and waterbody names, a scale, the 100-year flood elevation, existing rights-of-way and easements, setback limits, elevation control markers and monuments, plan and profile views of the water distribution system extension as well as the proximity of the water line to other utilities and natural features, and detail drawings of all items pertinent to the water distribution system extension. Depict minimum separations required in 15A NCAC 18C .0906 on the plans, and note the use of ferrous pipe material with joints equivalent to water main standards if minimum separations are not met. Minimum cover over water lines in accordance with 15A NCAC 18C .0904 and the City of Concord Code of Ordinances must also be shown clearly on the

plans. Rights-of-way/easements shown on the plans must be recorded. If the right-of-way/easement is located on a slope of 4H:1V or greater, another route for accessing the water line must be provided at a less than 4H:1V slope.

- ☐ Cross connection control in accordance with the City of Concord Water Resource Department's "Backflow Prevention Ordinance and Cross Connection Control Ordinance" must be specified.
- ☐ Plans must not be labeled with preliminary phrases (e.g., FOR REVIEW ONLY, NOT FOR CONSTRUCTION, etc.) that indicate that they are anything other than final plans.

E. **Engineering Calculations** (All Application Packages):

- ☐ Submit all design calculations signed, sealed, and dated by a N.C. Professional Engineer.
- ☐ The proposed extension shall be able to produce the required fire flows, including but not limited to any necessary pumping or storage, throughout the proposed extension without negatively impacting the existing system. Documentation of this ability shall be submitted to the Director of Engineering or his/her designee for approval.

F. **Environmental Assessments** (May be Required – See 15A NCAC 1C .0100):

- ☐ Submit one copy of the Findings of No Significant Impact (FONSI) or Environmental Impact Statement (EIS). Also, include information on any mitigating factor(s) from the Environmental Assessment (EA) that impact the construction of the subject water lines. An EA may also be required for private systems if any public funds are used for the construction of the subject water lines.

THE COMPLETED APPLICATION PACKAGE, INCLUDING ALL SUPPORTING INFORMATION AND MATERIALS, SHOULD BE MAILED TO THE FOLLOWING ADDRESS:

**CITY OF CONCORD
Engineering Department
850 Warren C. Coleman Blvd.
Post Office Box 308
Concord, North Carolina 28026-0308
Telephone Number: (704) 920-5425
Facsimile Number: (704) 786-4521**



CITY OF CONCORD
WATER DISTRIBUTION SYSTEM EXTENSION OR MODIFICATION
APPLICATION

(THIS FORM MAY BE PHOTOCOPIED FOR USE AS AN ORIGINAL)

To be completed by the City of Concord

Application Number: _____

Project Number: _____

Receipt Date of Complete Application: _____ Initials: _____

I. APPLICANT INFORMATION:

1. Applicant's name: City of Concord
2. Owner's or signing official's name and title: M. Sue Hyde, Director of Engineering
3. Name and complete address of applicant: 850 Warren C. Coleman Blvd; Post Office Box 308
City: Concord State: North Carolina Zip: 28026-0308
Telephone number: (**704**) 920-5425 Facsimile number: (**704**) 786-4521

II. GENERAL INFORMATION:

A. General Information - Project

1. Project name (name of the subdivision, facility or establishment, etc.): _____

2. Description of project location: _____

3. Brief project description: _____

4. Fee submitted: \$ _____ (See Instruction B.)
5. NC Professional Engineer of Seal (Name & Seal Number): _____

6. Engineering Plan's seal date and latest revision date: _____

B. General Information - Developer

7. Developer's name (name of the municipality, corporation, individual, etc.): _____

8. Developer's or signing official's name and title: _____

9. Name and complete address of Developer: _____

City: _____ State: _____ Zip: _____
Telephone number: (_____) _____ Facsimile number: (_____) _____

C. General Information - Engineering Firm:

10. Name and complete address of engineering firm: _____

City: _____ State: _____ Zip: _____
Telephone number: (_____) _____ Facsimile number: (_____) _____
11. Name and affiliation of contact person who can answer questions about application: _____

III. PERMIT INFORMATION:

A. General Permit Information:

1. Project is: _____ new; _____ modification to the City of Concord's public water distribution system.
2. If this application is being submitted as a result of a modification to an existing permit, provide:
existing permit number: _____ and the issuance date: _____

B. Other Permits Required:

3. If project disturbs more than one acre, provide date when an erosion and sedimentation control plan was submitted to the Division of Land Resources for approval: _____
4. Financially Responsible Party for the land-disturbing activity (Person(s) Partnership, Business, Corporation, or Firm(s)):
5. Name and complete address: _____

6. City: _____ State: _____ Zip: _____
7. Telephone number: (_____) _____ Facsimile number: (_____) _____
8. If project includes any stream or wetland crossings, provide date when Nationwide 12 or 404 permit was submitted for approval: _____

IV. INFORMATION ON POTABLE WATER NEEDS:

1. Please provide a description specifying the facilities to be served by the proposed water system (school, subdivision, hospital, commercial facility, industry, apartments, condominiums, etc.): _____

2. Volume of anticipated water demand by this project: _____ gallons per day.
3. Explanation of how water demand was determined (15A NCAC 18C .0409): _____

4. Area of commercial and industrial buildings: _____ square feet.
5. Estimated water use: _____ % Domestic/Commercial; _____ % Industrial;
_____ % Other use - specify: _____
6. Current zoning of proposed service area: _____
7. Acreage of proposed project site: _____
8. Alternate plans for meeting the water supply requirements of the facilities: _____

V. DESIGN INFORMATION OF PUBLIC SYSTEM:

A. General Design Information:

1. Name of water system: City of Concord Water System
2. Public Water Supply Identification Number: 01-13-010
3. Provisions for future extension or expansion: _____

4. List all proposed tie-in points to the existing water distribution system: _____

5. Pipe diameter of water lines distributing water to the proposed distribution system: _____

B. Design Information on Intermediate water distribution systems connections IF different from the City of Concord Items 6, 6(a), 6(b), and 6(c) ONLY.

(NOTE: If applicable, complete Items 6, 6(a), 6(b), and 6(c) otherwise; mark (N/A) for not applicable.)

6. List the owner(s) of any intermediate water distribution systems if different from the City of Concord: _____

- 6(a) Serial Identification No: _____ 6(b) Brief description of intermediate water distribution system: _____

- 6(c) Pipe diameters of the intermediate water lines distributing water to the proposed distribution system: _____

C. Proposed Water Distribution System Summary:

7. Summary of WATER DISTRIBUTION SYSTEM EXTENSION OF MODIFICATION:

Diameter (inches)	Length (linear feet)	High Elevation (feet)	Number of In-Line Valves

8. Number of fire hydrant assemblies and guard valves: _____

9. Station locations of air-release valves: _____

D. General Information of system hydraulics:

10. Closest (applicable pressure zone) elevated storage tank:

a. Name: _____

b. Location: _____

c. Distance from project area: _____ miles

d. Base elevation: _____ feet

11. Closest responding fire station:

a. Name: _____

b. Location: _____

c. Distance from project area: _____ miles

12. Closest fire hydrant:

a. Location: _____

b. Static pressure: _____ pounds per square inch

c. Flow rate: _____ gallons per minute

d. Residual pressure: _____ pounds per square inch

e. Flow @ 20 psi: _____ gallons per minute

13. Engineering evaluation of the pressure in the proposed water line(s) is provided on page _____ of the calculations. **(See Instruction E.)**

14. Does the subject water distribution system extension comply with the State of North Carolina's Administrative Code, Subchapter 15A NCAC 18C, the Water and Sewer Authority of Cabarrus County's Standard Specifications for Wastewater Collection and Water Distribution Construction for Cabarrus County, and the Concord Regional Water Resources' Water and Sewer Policy? _____ Yes; _____ No. If no, please identify criteria and explain: _____



City of Concord Certification:

I, M. Sue Hyde attest that this application for _____ has been reviewed by _____ me and contains sufficient information to ascertain reasonable grounds to believe the application package and its contents meet all applicable standards of Subchapter 15A NCAC 18C, the State of North Carolina's Administrative Code, the Water and Sewer Authority of Cabarrus County Standard Specifications and the City of Concord's ordinance, policies and specifications as presented. The denial of the issuance of a permit, subject to the provisions in Article V, Chapter 62 of the City of Concord Code of Ordinances shall be made in writing and shall contain the reasons for the denial and the City's estimate of the general changes in the applicant's proposed activities or plan which will be required in order that the applicant may obtain a permit. Nothing in such estimate shall preclude or otherwise bar the City from denying a permit, which incorporates such changes, based upon changed circumstances or information not previously known by the Director of Engineering or the applicant. THE CITY AND ITS STAFF ARE NOT RESPONSIBLE FOR ERRORS IN DESIGNS, CALCULATIONS, DRAWINGS OR STATEMENTS SUBMITTED BY APPLICANTS, THEIR TECHNICAL CONSULTANTS, SURVEYORS OR ENGINEERS. THE CITY AND ITS STAFF ARE NOT RESPONSIBLE FOR FINDING OR CORRECTING ANY ERRORS OR DEFICIENCIES IN PLANS SUBMITTED TO THE CITY FOR REVIEW AND APPROVAL. THE CITY OF CONCORD DISCLAIMS ANY LIABILITY FOR ERRORS CONTAINED IN PLANS SUBMITTED TO THE CITY. THE SIGNATURE OF THE CITY ENGINEER MAY NOT BE RELIED UPON TO ESTABLISH ANY DUTY OR RELATIONSHIP (SUCH AS A THIRD PARTY BENEFICIARY) WITH ANY PARTY USING THIS PLAN OR DRAWING. PARTIES USING THIS DOCUMENT SHOULD CONDUCT THEIR OWN REVIEW AND ANALYSIS FOR MAKING A DECISIONS IN RELIANCE ON THIS DOCUMENT. Note: In accordance with N.C. General Statute 130A-26.2, any person who knowingly makes any false statement, representation, or certification in any application shall be guilty of a Class 2 misdemeanor, which may include a fine not to exceed \$10,000 per violation.

Signature: _____ Date: _____
M. Sue Hyde
Director of Engineering

Professional Engineer's Certification:

I, _____, attest that this application for _____

has been reviewed by me and is accurate, complete and consistent with the information supplied in the engineering plans, calculations, and all other supporting documentation to the best of my knowledge. I further attest that to the best of my knowledge the proposed design has been prepared in accordance with and subject to the Water and Sewer Authority of Cabarrus County's standard specifications; the City of Concord's ordinances, policies, and standard specifications, and the North Carolina Administrative Code for water distribution systems. In the event of conflict between the Water and Sewer Authority of Cabarrus County's standard specifications; the City of Concord's ordinances, policies, and standard specifications, or the North Carolina Administrative Code, the more restrictive requirements shall apply. Although other professionals may have developed certain portions of this submittal package, inclusion of these materials under my signature and seal signifies that I have reviewed this material and have judged it to be consistent with the proposed design. Note: In accordance with NC General Statutes 143-215.6A and 143-215.6B, any person who knowingly makes any false statement, representation, or certification in any application shall be guilty of a Class 2 misdemeanor, which may include a fine not to exceed \$10,000 as well as civil penalties up to \$25,000 per violation.

North Carolina Professional Engineer's seal, signature, and date:

Developer's Certification:

I, _____, attest that this application for _____

has been reviewed by me and is accurate and complete to the best of my knowledge. I understand that if all required parts of this application are not completed and that if all required supporting information and attachments are not included, this application package will be returned to me as incomplete. Any application package determined incomplete by the Director of Engineering shall be returned to the applicant. Revised engineering plans and specifications shall constitute a re-submittal, shall be accompanied by a new fee, and shall require additional time for review. Note: In accordance with NC General Statutes 143-215.6A and 143-215.6B, any person who knowingly makes any false statement, representation, or certification in any application shall be guilty of a Class 2 misdemeanor, which may include a fine not to exceed \$10,000 as well as civil penalties up to \$25,000 per violation.

Signature: _____ Date: _____